

APPENDIX D

CIPMS QUALIFICATIONS GUIDE

A. PURPOSE

This guide is furnished as an aid to managers, supervisors, and personnel specialists in determining whether an employee or applicant is qualified for a CIPMS position. Under this guide, the OPM standard (X-118 or X-118C) ceases to be a categorical requirement, but may be treated as one source of information about the knowledge, skills, and abilities (KSA) required for successful job performance. CIPMS occupational guides, OPM position classification standards, written performance plans, job descriptions, job audit findings, etc., also contain pertinent information.

B. REFERENCES

1. Section 1590, Title 10, U.S. Code.
2. Handbook X-118, "Qualification Standards for Positions under the General Schedule," U.S. Office of Personnel Management.
3. Handbook X-118C, "Job Qualification System for Trades and Labor Occupations," U.S. Office of Personnel Management.
4. CIPMS Occupational Guides.
5. Chapter 3, "Employment and Placement," of DoD 1400.34-M.

C. COVERAGE

This guide applies to qualification determinations for all positions covered by CIPMS.

D. POLICY

1. The Military Departments may develop and apply CIPMS qualification standards in accordance with Chapter 3 of this Manual.
2. Applicants for CIPMS positions shall receive full credit for demonstrated possession of KSAS regardless of the reamer in which the knowledge, skill, or ability was gained.
3. Qualification standards shall require the type, quality and length of experience, education, and training to ensure a sufficient level of qualifications for entry into and progression within each occupation or specialty. They need not specifically discuss every type of experience, education, or training that is or is not qualifying. Judgment must be applied in determining whether the individual's total background demonstrates the KSAS necessary for successful job performance.
4. Employees or applicants for professional positions must meet the minimum educational requirements of the X-118 or controlling CIPMS standard. Certification or licensure requirements must also be met. Except as permitted by quality or selective placement factors, no additional education or experience requirements beyond those stated in the standard are permitted.

E. RESPONSIBILITY

Managers and supervisors, assisted by personnel specialists, are responsible for controlling the movement of employees into and between CIPMS positions by prescribing the KSAS required for the positions and evaluating the qualifications of applicants.

F. APPLICATION OF STANDARDS

Except as stated in subsection D.4., above, individuals may enter a *new* occupation even if they lack the specific requirements of the basic standard for that occupation, provided that their overall background gives clear indication of ability to perform the duties of the position. In such cases, movement will generally be by reassignment or change to lower grade. Following such a move, the employee will be expected to clearly demonstrate possession of the KSAS necessary to satisfactorily perform the work of the new position before being eligible for promotion within that occupation.

G. WRITTEN AND PERFORMANCE TESTS

Written and performance tests are not required, but may be developed and/or administered as deemed appropriate by each Department.
(See Chapter 3, subsection B.7)

H. RECORDS AND REVIEW

Records documenting employee and applicant qualification determinations must be maintained and made available for review for a minimum period of 2 years from the effective date of the resulting personnel action.